



ST. DOMINIC'S COLLEGE, KANJIRAPALLY

AFFILIATED TO MAHATMA GANDHI UNIVERSITY KOTTAYAM

RE-ACCREDITED WITH A GRADE BY NAAC

ABSORB & RADIATE



Policy & Procedure

Maintaining and Utilizing Physical, Academic and Support Facilities



Policy & Procedure of Maintaining and Utilizing Physical, Academic and Support Facilities

St. Dominic's College is committed in providing all adequate physical academic and support facilities to its staff and students. A well established system is followed for the maintenance and utilization of computers, classrooms, equipment and laboratories in the campus. The college management is in forefront of the actions regarding infrastructural up gradation and maintenance. The Governing Body, College Council, IQAC, Planning Committee, Research Committee and Library Advisory Committee take the initiative in properly maintain the facilities in respective areas.

The physical facilities for academic purposes include Auditorium, Seminar Halls, Classrooms, Smart classrooms, Laboratories, Rain shelter farming units, Workshops for Activity Oriented Class, Library facilities and essential software are accessible to all students of the college.

The ICT facilities include computer Labs, Language Lab, ICT Tools for education, Wi-Fi connectivity and e –governance facilities.

The sports facilities include Playground, Basketball Volleyball and shuttle courts, sports equipments and Gymnasium. In association with the Kerala Sports Council, the college runs a sports academy in athletics with a full time coach appointed by the Council.

The students support facilities includes Hostel, Canteen, Drinking water facilities, Reprographic Centre, Health room, Women's amenity centre, Toilets, Special toilets for Divanjan students and Counseling Services.

1. General Procedures for Maintenance of Physical Facilities

- i. The physical facilities are maintained and monitored by the Bursar appointed by the management.
- ii. A maintenance register is maintained and a team of trouble-shooters consisting of electrician, technician and carpenter is made available on need.
- iii. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff and supporting staff.
- iv. Uninterrupted power supply is ensured inside college premises.
- v. The administrative wing of the college is fully equipped and all facilities are maintained and utilized for the needs of the college community.
- vi. Housekeeping services are done by supporting staff and are made available during day time in all days.
- vii. The campus atmosphere is kept attractive and green with proper maintenance and cleaning.
- viii. The security of campus and properties is ensured with appointment of security officers.

2. Maintenance Classrooms and Laboratories

- i. Adequate infrastructure will be ensured in all classes for efficient teaching and learning.
- ii. Laboratories are made fully functional with all necessary equipment and apparatuses.
- iii. The Head of the Department ensures proper usage by departmental facilities.
- iv. The Heads of Departments report to the administration periodically for all the maintenance works.
- v. The laboratory assistants take care of their respective laboratories.
- vi. Students are regularly made aware of the proper handling of facilities and provided with necessary training.
- vii. The labs are equipped with all necessary shielding from hazardous materials. Concentrated acids and hazardous chemicals are safely kept in lockers. Proper security measures are ensured to deal with any case of emergency or accident in laboratories
- viii. All equipment in the lab is purchased after considering its energy efficiency and performance.
- ix. Rain shelter farming units and Workshops for activity oriented class are properly maintained.

3. Maintenance of ICT facilities

- i. The computer labs are equipped with adequate number of computers and are checked and updated from time to time.
- ii. Constant updating of antivirus software ensures security from cyber attacks and malwares.
- iii. The equipment in smart class rooms, seminar halls as well other ICT tools for education is maintained with regular service and upgradation.
- iv. Proper service of electronic gadgets like projectors, computers, printers and photocopiers reduces e –waste produced within campus.
- v. Uninterrupted Wi-Fi facility is ensured inside campus.
- vi. The college website is updated regularly and maintained.

4. Procedures for maintenance of College Library

- i. The College ensures to provide the Library with the needed Space
- ii. It is fully automated using KOHA, for total customization and complete control of library data.
- iii. The Facilities for DELNET, N-LIST and E – Repository are provided.
- iv. Regular subscription of Journals and periodical are ensured.
- v. Students are regularly made aware of proper usage of library.
- vi. The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of rare books.
- vii. All books are marked, classified and advantageously placed on the racks.

- viii. All books are periodically inspected to find possible damages and binding is carried out if necessary.
- ix. The library puts great effort for streamlining resources by purchasing books of various foci and changing academic needs.

5. Maintenance of Sports and Games Facility

- i. The Head of the Physical Education Department acts as the custodian of sports equipment, Gymnasium, ground and various courts in the campus and ensures proper usage and maintenance
- ii. Proper training and guidance in sports and games is ensured by the physical Education department.
- iii. Instructions and training were given to the students about handling the equipment in proper way.
- iv. College Ground, 400 meter track with 8 lanes and all courts are regularly inspected and are maintained with necessary actions on time.
- v. Each sports equipment is properly stored and is repaired timely. Every year damaged equipment is replaced with new ones.
- vi. The equipment in the gymnasium are regularly checked and defects if any are rectified on time.
- vii. Measures were taken to ensure that the equipments are kept tidy and are properly used.

6. Maintenance of support facilities

- i. A Hostel for girl students is managed by the college with all needed facilities and service. The hostel facilities and usage are monitored regularly and timely measures are taken on repair and replacements.
- ii. The college ensures that the canteen has all needed facilities and space for operation. The utensils and kitchen are kept neat and tidy and proper service is ensured. The premises are kept neat and healthy.
- iii. Drinking water facilities are provided through water purifiers and water coolers and are properly maintained to provide safe drinking water.
- iv. Reprographic Centre and Stationery Shop are maintained within the campus.
- v. A Health room is maintained for the service of sick students with essential medicines and first aid kit.
- vi. The Women's Amenity centre, Toilets, Special toilets for Divanjan students are always kept neat and tidy. Proper repairs and replacements are also ensured.